



The State Bar of California

MINIMUM CONTINUING LEGAL EDUCATION (MCLE)

Congratulations on your admission to the State Bar of California! Attorneys on “Active” status are required to complete Minimum Continuing Legal Education (MCLE) Requirements. Please review this quick reference guide. Detailed information is available at <http://www.calbar.ca.gov/Attorneys/MCLE-CLE/Requirements>.

When do I report my MCLE?

Attorneys complete their MCLE requirements on a 3-year cycle. Upon admission, you will be *permanently* assigned (changing your name later does not change your group) to an MCLE group as follows:

<u>Group</u>	<u>Period</u>
1 (Last Names A-G)	2/1/16 – 1/31/19
2 (Last Names H-M)	2/1/18 – 1/31/21
3 (Last Names N-Z)	2/1/17 – 1/31/20

What is the MCLE requirement?

The requirement is 25 hours every 3 years. The courses taken must be State Bar of California approved education. The requirement is less if you are not on “Active” status for the entire three year period. Formal exemptions exist in very limited circumstances. Go to mcle.calbar.ca.gov for more information.

You will likely have a proportional requirement your first compliance period. For example, an attorney admitted in April 2018 with the last name Torres (N-Z, or “Group 3”) with 22 months on Active status (April 2018 – Jan. 2020), will owe a total of 16 hours of MCLE by Feb. 1, 2020. An attorney admitted in June 2018 with the last name Clarke (A-G, or “Group 1”) with 8 months of Active status (June 2018 – Jan. 2019), will owe a total of 6 hours of MCLE by Feb. 1, 2019.

For help with calculating your proportional requirement, go to the Proportional Requirement Table in the MCLE section of our website at mcle.calbar.ca.gov.

What is the New Attorney MCLE Requirement?

As a new attorney, you have an additional requirement to complete the State Bar of California New Attorney Training Program which consists of 10 hours of online instruction provided exclusively by the State Bar. Please review the “New Attorney Training Program” insert in this mailing for more information. You MAY count the New Attorney Training hours towards your regular MCLE requirement if the courses are taken during your regular MCLE compliance period.

What are subfield requirements?

Your MCLE requirement will always include Legal Ethics hours, as well as an Elimination of Bias hour and a Competence Issues hour (substance abuse and mental health). You can find more details at: <http://www.calbar.ca.gov/Attorneys/MCLE-CLE/Requirements>.

How do I report my MCLE compliance?

It is extremely important to understand that compliance with MCLE does not just entail completing the required courses. At the end of each cycle you must file a declaration of compliance that you have met your MCLE requirements. You do this by logging into “My State Bar Profile” and completing an online attestation of compliance. You will receive instructions on how to set up your profile once you have been assigned a bar number. *Failure to report compliance can result in your being ineligible to practice law, even if you’ve completed the courses.* You are required to maintain proof of compliance (certificates of attendance) for at least one year after reporting compliance. In the event of an audit you will need to produce these records.

For information on the New Attorney Training Program, refer to the applicable insert.